

MACRAO EXECUTIVE COMMITTEE
Friday, December 7, 2007
Walsh College, Novi, MI

Present: James Dwyer, Karen Hutslar, Debbie Harju, Scott Owczarek, Kristin Schuette, Howard Shanken, Stacey Stover, Duff Zube

Absent: Melinda Booth, Dorene Root

Howard called the meeting to order at 9:25 a.m. He asked for the individuals present to introduce themselves and their involvement in MACRAO. Howard thanked everyone for attending. He then provided an overview of the conference. Some of the items discussed included the fact that we tried new things during the conference including the MTN's opening instead of a keynote address. The addition of MTN's to MACRAO has lead to attention from the state government and has given MACRAO credibility. We should continue to look for new and cutting edge opportunities for our organization.

Karen then reviewed plans for the fall 2008 Conference. The conference dates will be November 12 – 14, 2008 and it will be held at the Hyatt Regency in Dearborn, Michigan. The conference will be a joint conference between the Great Lakes and along with Michigan will include Indiana and Ohio. This will lead to some joint sessions between the states. A new component of the conference will be that we will be starting the conference on Wednesday afternoon and there will be workshops Wednesday morning. The planning committee has asked for input regarding any audio visual aids needed as soon as possible.

Howard discussed the newsletter contributions and said that during the year we will be reviewing the practices and considering ways to make this more electronic. He mentioned that we are always looking for contributions for the committees. Anyone with newsletter materials should forward it to Melinda by the spring deadline of February 1, 2008.

Next Howard discussed the budget proposals and requirements. He mentioned that some committees do have budgetary needs and referenced the award winning Articulation Summit which will be held on June 19 – 20, 2008 at the

Garland Resort. Howard asked that other committees are aware of this date and other dates when planning their events. Howard then explained that expenses need to be approved by the Executive Board in advance of any commitments. A suggestion was also made that we should consider in kind opportunities when planning expenses.

Everyone was asked to keep note of important dates and to turn in materials promptly. Sample materials should be kept and forwarded to Dorene Root, Historian.

Karen addressed the mailing list and asked everyone to make sure that the contact information on the directory is correct. Colleges and universities should make any corrections with their individual schools MACRAO editor. In addition, Karen mentioned that there is a leadership book available on the MACRAO web site which may be helpful to all committee members.

Howard explained that the EC meetings will be at Central Michigan University's Lansing location. Dates will be announced and will be open to the membership starting in February 2008. The June meeting will be at the Articulation Summit.

The committees then adjourned to their individual meetings and the EC convened their meeting.

Call to Order: The meeting of the Executive Committee was called to order at 10:05 a.m. Karen provided corrections to the October 19, 2007 minutes. Howard announced that we have recently received membership dues from Wayne State University. He also said that we may need to consider a policy related to refunds for our conferences. We returned \$2,590 for a total of 17 refunds from the 2007 conference. This was not part of the planned expenses and we also did not receive registrations at the door which we had planned on. Karen will review AACRAO's refund policy and make a recommendation.

Treasurer's Report: Duff reported that the savings account balance is \$64,228.79 and the checking account balance is \$20,410.21. This is as of December 7, 2007. Funds available are \$103,567.45.

In addition, several colleges have not paid their membership dues. Duff just sent these institutions another reminder. The suggestion was made to send additional reminders of non payment to the colleges President's office with a notation that this was a second or third reminder. In the past we have waited 2 years to drop for non payment. We will check the bylaws to see what they say related to this in membership. We discussed charging higher non member fees for the conference and Articulation Summit as well as appeals for Michigan schools in financial crisis.

President's Report: Howard distributed a budget report from the 2007 conference. He said that overall we received favorable evaluations. We now need to begin looking for future conference sites. The suggestion was made to consider wireless options when negotiating the contract. The state of Michigan gave us an award for the MTN's. We discussed the idea of a universal student identification number that may be a new initiative of the state.

Howard mentioned the Jim Dwyer has returned to help coordinate the MACRAO membership survey results. Paula Dykstra will create a team to review the bylaws. Paula's team will give the EC recommendations to vote on at the Articulation Summit. Mark Ulseth will join for the second half of the EC meeting to discuss MTN's.

President-Elect Report: Karen recommended that the directory editor and the vice-president work closely to keep the MACRAO membership and the directory information current. The committee organizing the 2008 Great Lakes Conference has been meeting for over a year. They may need a few volunteers for the LAC. In addition, they are looking for suggestions for an opening speaker as well as entertainment from another college. Karen also said that Dorene is not present because she is traveling to an AACRAO meeting.

The EC meetings will be from 10 am until noon. On the days the committee chairs join us we will meet from 10:00 am until 2:00 pm. All meetings are at CMU in Lansing unless otherwise noted.

January 18

February 15- Committee Chairs (or Co-chair) join us.

March 28

April 18 -Committee Chairs join us.

May 16

June 20 = Articulation Workshop Site

July 18 =

August = No Meeting

September 19 - Committee chairs join us.

October 17= Conference Location, Dearborn

We will consider an EC meeting design that is formal while still allowing general membership attendance.

Vice President Report: Debbie said that she will ask the committees that attend the EC meetings to bring a written report.

Web Editor: Kristin will put the leadership book and other committee information (including the updated forms) on the web site. She will also change the site to put all of the committee information in one location on the web page. She will correct the title of the Admissions Practices/Enrollment Management,

add the Ad Hoc Legislative Update committee, note that the Graduate and Professional Studies committee is inactive and remove the international committee. In addition, Kristin said that if committees provide conference dates, she can post them on the web site. We may consider each committee having individual pages in the future.

Directory Editor: Scott will meet with the previous Directory Editor, Vicki Scavone, to learn about the history of his position as well as his new role.

Past President: Jim will review the surveys and make recommendations on how to address them during the January 2008 EC meeting. He said that he feels it is important that we keep a balance between Registrars and Admissions staff in MACRAO.

New Business: During future meetings Jim will provide a plan on how to address the survey results. In addition, we will discuss the restructuring of the Newsletter Editor position. Paula will provide recommendation on restructuring the bylaws. Karen will provide a recommendation for a conference refund policy.

We discussed membership applications from several institutions. Miller College's application was denied based on not complying with the requirements posted in the bylaws.

Old Business: The Art Institute of Michigan applied for membership. Karen moved for approval, Debbie seconded and the application was approved. The International University of Nursing applied for membership. Karen moved for denial, Duff seconded and the motion carried to deny membership.

The EC then joined the committee chairs and co-chairs for lunch and a discussion of their plans for various workshops and the fall conference.

Howard opened the meeting with the committees at 12:10 p.m. He asked that committees maintain active membership. He said that schedules will be forthcoming with initiations for the committee chairs to join the EC for EC meetings.

Admissions Practices/Enrollment Management Committee: Jennifer Paul, co-chair reported that they are in developmental stages as a committee. They may need additional members in the future. They will look at past practices and will meet again in January 2008. Session proposals include:

- One Stop Centers

Articulation Committee: Natala "TJ" Mohl, chair reported that they have two co-chairs. They began discussing conference sessions and summit topics. Howard asked that they reserve time in the Articulation Summit agenda to discuss bylaw and refund recommendations.

College Day/Night Committee: Lacy Otteman, chair reported that they need to get support from the College/University Admissions Directors and High Schools to be a successful committee. They are hoping to work on rebuilding collaboration with MACAC.

Data and Technology Committee: Gayle Reynolds, chair reported that session proposals include:

- Pre-conference session on communications in portals
- Student Affairs assessment in data management
- MTN's update
- MSU's electronic transcript

Howard recommend a possible session on best practices in technology and web sites as well as an advisory group from this committee that we make suggestions to the EC on the MACRAO web site.

Equal Educational Opportunity Committee: Florenzio Hernandez, chair reported that this is the second time the committee has presented the EEO award. They plan on asking the EEO award winner to present during the conference. They have a goal to increase committee membership this year. Howard recommended that they talk about people of color in leadership roles and advancing professionally. How can MACARO support this? Session proposals include:

- Sexual Orientation panel of students (a full spectrum diversity session)
- Language is a tool for exclusion
- Challenges facing Arab American students
- Proposal II Workshop
- Disability Workshop

Legislative Issues Committee: Carol Quigley, chair reported that they have several new members. Session proposals include:

- Global Knowledge Economics; a US Perspective – this would be co-sponsored by the Articulation Committee and would focus on how degrees and credits move internationally
- Cost and Affordability of Higher Education
- Best Practices in developing campus crisis responses
- Encompassing the Great Lakes Region and Economics
- Universal Identification Code

A recommendation was made to ask the state to join us for some additional conversations related to legislative issues at the conference.

Professional Development Committee: Katherine Lichtenberg, chair reported that the Support Staff Workshop is scheduled for June 13, 2008 in the Detroit area. A suggestion was made to check the date against the Datatel and Banner conference dates. Last year they had 98 attendees at the Workshop. Session proposals include:

- 212 Degrees or a follow-up session on Tools for Training Staff
- Gamer's Session with a focus on Student Services
- Michigan through the years – to show the history of Registrar and Admissions
- Managing Staff Workshop

Registrar's Practices Committee: Darlynn Wells, chair reported that the Registrar's Drive In is scheduled for April 4, 2008. A recommendation was made to consider a mid state or west side location. Session proposals include:

- Pre-Conference Workshop on Registrar's Best Practices with the Tri-states
- SIS
- Registrar's Round Table
- Residency Status; How do you even know
- How to benefit your veteran's
- Registrar's in Prison; How do you cope?

A recommendation was made to have a professional development session for Registrar's related to legal issues. A discussion resulted around having monthly updates on legal issues for Registrar's perhaps as a list serve.

Secondary Schools College Relations Committee: Craig Aimar reported that the Professional Development Conference will be September 4 – 5 or 11 – 12, 2008 depending on the College Day/Night recruiting schedule. The location will be in Lansing. They will send out a survey as follow-up from last year. In addition, a blog will be sent to attendees. They hope to bring in Counselors and to work with MACAC to develop a list serve. Session proposals include:

- Curriculum changes by state superintendents
- Globalizing our current students
- Non-traditional students or returning to college session
- High School Counselor and/or student panel

A recommendation was made to consider Professional Development based on the high school start dates.

There was discussion about an email list of chairs and co-chairs to continue collaborating on sessions. In addition, the committees inquired about meeting at the CMU Lansing site or another location after the EC meetings end.

The EC reconvened to meet with Mark Ulseth to discuss the MTN. Mark reported that we are thinking about Phase II, which may include expanding the site to include equivalencies for out-of-state schools. We would need to determine the code we will use for international institutions. We are also looking at whether students should be able to log in and store data. We currently have 50 registered schools and 40 schools with data loaded on the system. We discussed loading current verse historical equivalencies and how "junk" data slows down the system.

Next steps include:

- Determining criteria for the site
- Getting colleges/universities not participating on board
- Discussing if CLEP and AP are still something we want to load
- Paul and Mark may need to personally touch base with schools that need clarification on guidelines.
- A drive in conference about MTN's to discuss either how to involve non participating schools or discuss the MTN's process and how it is working.
- Review to see what generated the most usage of the mall
- Develop a poster to distribute to High Schools – this was assigned to Debbie and the Secondary Schools College Relations Committee
- Promoting MTN's at the ACT or MACAC conferences
- Developing a one page document related to MTN's to distribute – this was assigned to Mark
- Developing a web form to fill out that will be forwarded to Mark and Paul – this was assigned to Kristin

We discussed that we may want to wait to see how MTN's is used by the students before proceeding. Other questions include:

- How often are schools updating information?
- When should our focus change from signing up schools to helping with maintenance issues?

Adjournment: The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Stacey Stover
MACRAO Secretary

Treasurer's Report to the Executive Committee
7-Dec-07

BEGINNING BALANCE, Savings, October 31, 2007	\$ 64,228.79
BEGINNING BALANCE, Checking, October 31, 2007	20,410.21
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	\$ 84,639.00

RECEIPTS:

Fall Conference 2007

Registration:	16810.00
Session Presentor:	100.00
Misc.& Meals	410.00
Sponsor Fees:	250.00
Vendor Fees:	975.00

Membership Dues 2007: KVCC & IADT-Detroit	250.00
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Miscellaneous:

Interest Payment, savings	133.45
Interest Payment, checking	0.00

Total Revenues:	18,928.45
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TOTAL FUNDS AVAILABLE	\$103,567.45
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DISBURSEMENTS:

Executive Board Costs:

Cert/Plaques	893.00
Misc.-	39.90

Fall Conference 2007	5644.04
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Articulation Committee	175.00
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College Day/Night Committee	585.00
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MTN-Service Agreement	2081.95
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TOTAL DISBURSEMENTS	<hr/> <u>\$9,418.89</u>
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FUNDS AVAILABLE, December 07, 2007:	<hr/> <u>\$94,148.56</u>
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Savings, December 07: 64,362.24
Checking, December 07: 29,786.32

Respectfully submitted,

Duff Zube
Treasurer